

16 OCT 1968

Admin - 12.6

MEMORANDUM FOR THE RECORD

SUBJECT: OSI Quarterly Review, 2nd Quarter FY 1969

1. The meeting was held in the DD/S&T Conference Room at 1000 hours, 16 October 1968. [redacted] represented OSI. Mr. Duckett, Dr. Lauderdale, [redacted] were in attendance.

2. Mr. Duckett scanned the Status of Funds report and commented that OSI was up slightly in Travel and Transportation (34% obligated). [redacted] replied this is no problem; it can be regulated and will be brought into line. Mr. Duckett asked if OSI had any contracts for the second quarter, and [redacted] said they had five; the array standing much as it appears in the CIS:

a.

b.

c.

d.

e.

3. [redacted] stated OSI will be about 68% committed by the end of the second quarter. Mr. Duckett said he is very much afraid of another budget cut after the new President takes office, and OSI should attempt

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25X1 to get as much of their work started prior to the end of the calendar year as possible. [redacted] reminded Mr. Duckett that we are still operating under the one-twelfth limitation at the present but that it may be lifted in the near future.

4. Mr. Duckett reminded OSI, as he has the other offices, that care must be taken to stay within personnel limitations. The offices must monitor this situation closely in the fourth quarter. There is no flexibility; the ceilings must not be exceeded. [redacted] said their difficulty has been in filling the middle grade such as GS-7 and GS-9. Ph.D.'s are plentiful as is secretarial help, but the office should be at strength by the end of the fiscal year. Mr. Duckett said we have fared better than most government agencies to date, but things are going to be tight for the foreseeable future. The meeting was concluded at this point.

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[redacted]
Plans and Programs Branch

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